



# COPS Worksheet

## COPS Officer Progress Report

*Affix Label Here*

Reporting Period:	January 1, 1996-December 31, 1996
Last Day of the Reporting Period:	December 31, 1996
Due Date (postmarked by):	July 31, 1997

If your department has not yet hired any officers who were awarded under your COPS grant(s), please complete only page 1 and return the entire report to the COPS Office.

**U.S. Department of Justice**  
Office of Community Oriented Policing Services  
Joseph E. Brann, Director

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## **COPS Officer Progress Report**

The following report will assist the COPS Office in assessing the administration of COPS grants and the implementation of community policing. If you have any questions about this report, please call your grant advisor or the U.S. Department of Justice Response Center at 1-800-421-6770.



**U.S. Department of Justice**  
Office of Community Oriented Policing Services  
1100 Vermont Avenue, NW  
Washington, DC 20530

Internet web site: <http://www.usdoj.gov/cops/>

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# Identifying Information

Name of person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of department or agency: \_\_\_\_\_

State: \_\_\_\_\_ Phone number: \_\_\_\_\_

Date form completed: \_\_\_\_\_

1. As of today, how many of the officers that will be funded by the COPS Office have you hired?

\_\_\_\_\_

2. Of those, how many are at the academy and how many are on the street or in field training?

Academy: \_\_\_\_\_ On the streets/in field training: \_\_\_\_\_

3. If you have not yet hired your COPS officer(s), please provide an estimate of when you plan to do so.

\_\_\_\_\_ Within one month  
\_\_\_\_\_ Within three months  
\_\_\_\_\_ Within six months  
\_\_\_\_\_ Other (please indicate time)

*If your department has not yet hired any officers who were awarded under your COPS grant(s), you should stop here and send this report to the COPS Office.*

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## Officer Characteristics

4. This officer is:

- ☐ A new entry-level officer
- ☐ A rehired, former officer
- ☐ An officer hired through lateral entry from another police department

5. Officer's age at the time of hiring/rehiring

\_\_\_\_\_years of age

6. Officer's gender

- ☐ Male
- ☐ Female

7. Military veteran status of this officer

- ☐ No prior military service
- ☐ Prior military service

8. What is the highest education level attained by this officer?

- ☐ Did not graduate from high school
- ☐ High school graduate or equivalent
- ☐ Less than two years of college
- ☐ Associate's degree or two years of college
- ☐ More than two years of college, but not 4-year degree
- ☐ Four-year college degree
- ☐ Some graduate work
- ☐ Master's degree
- ☐ Law or doctorate degree

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9. Which department assignment best characterizes the officer's duty assignment during this reporting period?  
*If more than one option applies, select only the category in which the officer spent the most time.*

- ☐ Recruit training (as a recruit/student)
- ☐ Patrol (include time spent in field training)
- ☐ Investigations
- ☐ Juvenile
- ☐ Community relations/crime prevention/community policing unit
- ☐ Tactics/special problems squad
- ☐ Other field operations unit
- ☐ Training (as an instructor)
- ☐ Crime analysis, research development
- ☐ Other administrative or support unit
- ☐ Other (specify)\_\_\_\_\_

10. Based on the duty assignment identified in the previous question, which of the following were part of the officer's routine responsibilities during the reporting period? *Check all that apply.*

- ☐ Answer routine calls for service
- ☐ Conduct traffic enforcement
- ☐ Conduct follow-up investigations
- ☐ Make door-to-door contacts in neighborhoods
- ☐ Develop familiarity with community leaders in area of assignment
- ☐ Assist in organizing community
- ☐ Teach residents how to address community problems
- ☐ Work regularly with community groups
- ☐ Enforce civil and code violations in the area
- ☐ Work with other local government agencies to solve neighborhood problems
- ☐ Conduct surveys in area of assignment
- ☐ Released from routine response duties to work on special problems
- ☐ Work on special enforcement task force
- ☐ Conduct specially focused patrol operations in response to a specific problem
- ☐ Other (specify)\_\_\_\_\_

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## Time Line Data

Most of the questions in this section ask for a date that key events occurred. If the indicated event occurred, enter the date by indicating the month, day and year. For example, if an event occurred on January 1, 1995, enter: 01/01/95. If the event did not occur during the reporting period, check the "did not occur" box.

11. Officer's date of hire. Use date officer was rehired if the officer is a rehire.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

12. Date officer's recruit training began

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

13. Date officer completed recruit academy training

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

14. Date officer was sworn in

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

15. Date officer began probationary employment status

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

16. Date officer ended probationary employment status

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

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17. What date was the officer deployed to a non-community policing assignment?

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

18. What date was the officer's employment or sworn status terminated? *An entry date here means you will not report on this officer in subsequent reports.*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ Event did not occur during this reporting period.

19. How many hours of training on community policing topics did the officer receive during this reporting period? *Do not include recruit training or training with field training officers.*

\_\_\_\_\_ hours

☐ Event did not occur during this reporting period.

Please return completed form to:

**U.S. Department of Justice  
Office of Community Oriented Policing Services  
Attn: Progress Reports  
1100 Vermont Avenue, NW  
Washington, DC 20530**

**If you have questions about completing this form, please call 1-800-421-6770.**

**Please make a copy for your records.**

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